



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
AMMAN

RFQ No. 09 -2021

REQUEST FOR QUOTATION

The Philippine Embassy in Amman, Hashemite Kingdom of Jordan will undertake procurement of office supplies through Shopping in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Procurement of Office Supplies
- Specifications : Please see attached Annex "A"
- Delivery Date: : Within seven (7) days upon issuance of Notice to Proceed
- Terms and Conditions :
1. Bidders shall provide correct and accurate information, such as name of company, address, email address, name of contact person, and telephone number as required in the attached form.
 2. Award of Contract shall be issued to the lowest calculated and responsive bid which complies with technical specifications and other terms and conditions.
 3. Price quotation to be denominated in Jordanian dinar shall include all taxes, duties and/or levies payable.
 4. The Embassy reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

Interested bidders may submit their price quotations not later than 24 August 2021 at 12 noon.

Open quotations may be submitted directly to the Embassy with address at Villa No.1 and No. 12, Al Halab Street corner Al Sulayman Al Bilbeesi St., Abdoun, Amman, Hashemite Kingdom of Jordan or through email at amman.pe@dfa.gov.ph

For further information, please contact the Philippine Embassy at telephone number 06-590 1730.


ANGELIA PAYUMO
BAC, Chairperson and
Vice Consul

16 August 2021

ANNEX "A"

PRICE QUOTATION FORM

The Philippine Embassy
 Villa No.1 and No 12, Al Halab St.,
 Corner Al Sulayman Al Bilbeesi St.,
 Abdoun, Amman, Hashemite Kingdom of Jordan

Sir:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the items specified below:

(1 LOT)	Unit	Quantity	Unit Price	Total
BATTERY – SIZE AA (4/pack)	piece	20		
BINDER CLIP, BACKFOLD 15MM (12/box)	box	10		
BOOKENDS, heavy duty	pair	10		
CORRECTION TAPE, 60 m	PC	48		
CUTTER HEAVY DUTY	pc	6		
DATER, MINI, manual	pc.	2		
DOCUMENT SLEEVES, A4, 11 holes, 100pcs/pack	pack	1		
ERASER – RUBBER	pc	4		
ERASER – BLACKBOARD/WHITEBOARD	PC	3		
FOLDER – ORDINARY – A- 4 100/BOX	box	2		
FOLDER – ORDINARY – LEGAL SIZE 100/BOX	box	2		
FOLDER, Hanging file folder , 50pcs/box, with and w/o tab view	box	4		
FOLDER, L-TYPE, A4, TRANSPARENT, NO. 2319, Durable	pack	1		
GLUE STICK (Paste), 15g.	pc	72		
HARD FILE FOLDER W/ 2 HOLES - BIG, 3"	pc	30		
HARD FILE FOLDER W/ 2 HOLES – MEDIUM, 2"	pc	20		
HARD FILE FOLDER W/ 2 HOLES – SMALL, 1"	pc	20		
INDEX TAB – SELF- ADHESIVE, Sign Here, 12 packs/box	box	4		

MARKER – PERMANENT – BLACK (12/box)	box	2		
MARKER – PERMANENT – BLUE (12/box)	box	2		
MARKER - TWIN, PERMANENT, extra fine (black and white ink)	piece	2		
PAPER BOND A3 (250 sheets/ream)	ream	1		
PAPER, A4, LABELS, SELF-ADHESIVE	pack	2		
PAPER BOND A4, 80 gsm (500 sheets/ream)	ream	200		
PAPER BOND, LEGAL SIZE, 80gsm (500/ream) 21X 33cm	ream	20		
PAPER BOND A4, 80 gsm (500 sheets/ream), light green	ream	20		
PAPER BOND A4, 80 gsm (500 sheets/ream), light blue	ream	15		
PAPER, COPY, A4, 210x297mm, 120 gsm, 50 sheets/pack	pack	2		
PAPER, COPY, A4, 210x297mm, 180 gsm, 50 sheets/pack	pack	2		
PAPER, COPY, A4, 210x297mm, 200 gsm, 50 sheets/pack	pack	15		
PAPER, Yellow pad	pad	10		
PEN-BALLPEN, REGULAR - BLK, 12/box	box	20		
PEN-BALLPEN, REGULAR - BLUE, 12/box	box	20		
PEN-BALLPEN, REGULAR - RED	box	2		
PEN – SIGN PEN, BLACK, 1.0 (12/BOX)	box	6		
PEN – SIGN PEN, BLUE , 1.0 (12/BOX)	box	5		
PEN – SIGN PEN, BLACK, 0.7 (12/BOX)	PACK	2		
PEN – SIGN PEN, BLUE , 0.7 (12/BOX)	PACK	2		

PEN – SIGN PEN, RED, 0.7 (12/BOX)	PACK	2		
PEN- COUNTER with string and stand	box	12		
PUNCHER – paper, with 2 hole guides	pc	2		
SHARPENER, Pencil, manual	pcs.	4		
STAPLE WIRE REMOVER	pc	6		
STAPLE WIRE – STANDARD, No. 6	box	30		
STAPLER – HEAVY DUTY STANDARD	pc	6		
STICK ON (POST IT) 76 x 76 cm, 3X3"	pad	10		
STICK ON (POST IT), 1.5" X 2"	pad	50		
STORAGE FILE CARTON BOX, 12x16X10"	pc.	10		
TAPE, Double sided, 1"	roll	10		
TAPE – TRANSPARENT, adhesive, 3/4 inch	roll	24		
TAPE – TRANSPARENT, adhesive, 2 inches	roll	10		
TAPE, PACKING, 2 inches	roll	30		
TAPE DISPENSER HEAVY DUTY	roll	4		

Conforme:

Name and Signature of Representative

Name of Company : _____

Address of Company : _____

Contact Person : _____

Contact Number : _____

Email Address : _____